Multipile Work Schedule Changes

QUICK REFERENCE GUIDE

Use this procedure to make a work schedule change for multiple employees.

PA71

Perform this procedure when you need to make a work schedule change for multiple employees. Employees working a compressed work schedule are working less than the 5 days a week, but still working the required hours. These employees may need to change to a regular schedule during holidays or extended leave. This transaction can be used to change several employees that may need to revert back to a regular schedule during a week(s) that have holidays.

Prerequisites:

- **The employees must be in an active status**
- **You must have access to the employee**
- **A change to the employees schedule is required**
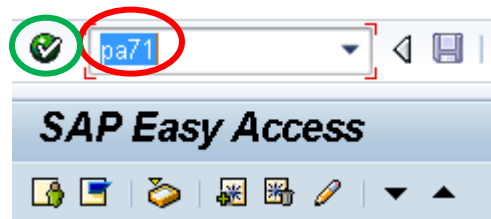
Enter the Transaction code (**PA71**) in the command field

Click the **green check**

Fast Entry of Time Data

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Fast entry of time data		Period

Fast entry of time data
- 2001 Absences
- 2002 Attendances
- **2003 Substitutions**
- 2004 Availability
- 2005 Overtime
- 2006 Absence Quotas
- 2007 Attendance Quotas
- 2010 Employee Remuneration Info
- 2012 Time Transfer Specifications
- Activity Allocation (Attendances)

Period
- ◉ Period
  - From **09/01/2014** To **09/07/2014**
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To Current Date ○ Last month
- ○ Current Period ○ Current Year
- 📅 Choose

Direct selection

Infotype [   ]   STy **01**

Enter Personnel Numbers
- ○ Enter in fast entry screen
- ○ Manual preselection
- ◉ Preselect using report [   ]
- ○ Preselection w.ad hoc query

Save Option
- ◉ Save records directly
- ○ Create batch input session

Select **2003 Substitutions** form the **Fast entry of time data** selection.

Enter the **date** of the change in the "From" and "To" fields in the **Period** section

- Always enter the "From" date on a Sunday, the beginning of a work week.
- For a temporary change enter the "To" date on a following Saturday, the end of a work week (this may be for one week or several weeks).
  - ***Employees starting a 24/7 schedule must begin with the start of a pay period date (i.e. 3/1/2015).
  - ***Employees ending a 24/7 schedule must end with the end of a pay period date (i.e. 3/15/2015).

Enter the subtype of **01** in the "Sty" field in the **Direct selection** section.

Select the radio button "**Preselect using report**" in the **Enter Personnel Numbers** section.

Click the **create** button.

Personnel Number Selection for Fast Data Entry

Further selections ⇨ **Search helps** ⇨ **Sort order** ⇨ **Org. structure**

Period

- ○ Today
- ○ Up to today
- ◉ Other period

- ○ Current month
- ○ From today

- ○ Current year

Period [   ]   To [   ]

Payroll period

Selection

Personnel Number	[ ]	⇨
Employment status	≠ 0	⇨
Time recording administrator		⇨

Multiple Selection for Personnel Number

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O..	Single va...
	1725
	1726
	1727

Multiple selection...

Click the **multiple selection arrow** to the right of the Personnel Number in the Selection section. This will open the Multiple Selection for Personnel Number window.

Enter the **personnel numbers** that need to be changed.

- These PERNRs can also be copied from a spreadsheet and pasted using the **Upload** from clipboard button.

Click the **copy** button. This will close the Multiple Selection for Personnel Number window.

Click the **Execute** button

Fast Entry of Time Data

Click the **create** button

Create 2003 Substitutions

Click inside the "**WS rule**" field. Click the matchbox to the right of the field. This will open the **Work Schedule Rule** window.

Select the **Work Schedule Rule** for the employee.

Click the **Copy** button after the selection is made, this will close the window.

Click the **save** button